

Title 132M WAC

COMMUNITY COLLEGES--LOWER COLUMBIA COLLEGE

Chapters

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- 132M-110 Public records disclosure policy.
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Chapter 132M-150

ESTABLISHMENT OF REPRESENTATIVE ORGANIZATION FOR ACADEMIC EMPLOYEES

- 132M-150-003 Purpose. [Order 2-75, § 132M-150-003, filed 1/27/76.] Repealed by 81-22-076 (Order 81-1, Resolution No. 81-1), filed 11/4/81. Statutory Authority: RCW 28B.50.140(113) [28B.50.140].
- 132M-150-006 Request for election—Canvas of academic employees by independent and neutral person or association. [Order 2-75, § 132M-150-006, filed 1/27/76.] Repealed by 81-22-076 (Order 81-1, Resolution No. 81-1), filed 11/4/81. Statutory Authority: RCW 28B.50.140(113) [28B.50.140].
- 132M-150-009 Notice of election—Organizations to be included on ballot—Time for filing. [Order 2-75, § 132M-150-009, filed 1/27/76.] Repealed by 81-22-076 (Order 81-1, Resolution No. 81-1), filed 11/4/81. Statutory Authority: RCW 28B.50.140(113) [28B.50.140].
- 132M-150-012 Contents of notice of election—Designation of chief election officer—Duties. [Order 2-75, § 132M-150-012, filed 1/27/76.] Repealed by 81-22-076 (Order 81-1, Resolution No. 81-1), filed 11/4/81. Statutory Authority: RCW 28B.50.140(113) [28B.50.140].
- 132M-150-015 List of academic employees—Posting of list. [Order 2-75, § 132M-150-015, filed 1/27/76.] Repealed by 81-22-076 (Order 81-1, Resolution No. 81-1), filed 11/4/81. Statutory Authority: RCW 28B.50.140(113) [28B.50.140].
- 132M-150-018 Election inspectors—Duties—Right to challenge voter—Improper conduct. [Order 2-75, § 132M-150-018, filed 1/27/76.] Repealed by 81-22-076 (Order 81-1, Resolution No. 81-1), filed 11/4/81. Statutory Authority: RCW 28B.50.140(113) [28B.50.140].
- 132M-150-021 Ballots. [Order 2-75, § 132M-150-021, filed 1/27/76.] Repealed by 81-22-076 (Order 81-1, Resolution No. 81-1), filed 11/4/81. Statutory Authority: RCW 28B.50.140(113) [28B.50.140].
- 132M-150-024 Record of vote—Signature—Challenge. [Order 2-75, § 132M-150-024, filed 1/27/76.] Repealed by 81-22-076 (Order 81-1, Resolution No. 81-1), filed 11/4/81. Statutory Authority: RCW 28B.50.140(113) [28B.50.140].
- 132M-150-027 Incorrectly marked ballot. [Order 2-75, § 132M-150-027, filed 1/27/76.] Repealed by 81-22-076 (Order 81-1, Resolution No. 81-1), filed 11/4/81. Statutory Authority: RCW 28B.50.140(113) [28B.50.140].
- 132M-150-030 Privacy for voter—Equipment. [Order 2-75, § 132M-150-030, filed 1/27/76.] Repealed by 81-22-076 (Order 81-1, Resolution No. 81-1), filed 11/4/81. Statutory Authority: RCW 28B.50.140(113) [28B.50.140].
- 132M-150-033 Folding ballot—Ballot box. [Order 2-75, § 132M-150-033, filed 1/27/76.] Repealed by 81-22-076 (Order 81-1, Resolution No. 81-1), filed 11/4/81. Statutory Authority: RCW 28B.50.140(113) [28B.50.140].
- 132M-150-036 Challenged ballot—Procedure. [Order 2-75, § 132M-150-036, filed 1/27/76.] Repealed by 81-22-076 (Order 81-1, Resolution No. 81-1), filed 11/4/81. Statutory Authority: RCW 28B.50.140(113) [28B.50.140].
- 132M-150-039 Employees present entitled to vote—Sealing ballot box—Unused ballots. [Order 2-75, § 132M-150-039, filed 1/27/76.] Repealed by 81-22-076 (Order 81-1, Resolution No. 81-1), filed 11/4/81. Statutory Authority: RCW 28B.50.140(113) [28B.50.140].
- 132M-150-042 Election inspectors duties after voting has terminated. [Order 2-75, § 132M-150-042, filed 1/27/76.] Repealed by 81-22-076 (Order 81-1, Resolution No. 81-1), filed 11/4/81. Statutory Authority: RCW 28B.50.140(113) [28B.50.140].
- 132M-150-045 Disposition of challenged ballots—Tally sheets—Investigation by chief election officer. [Order 2-75, § 132M-150-045, filed 1/27/76.] Repealed by 81-22-076 (Order 81-1, Resolution No. 81-1), filed 11/4/81. Statutory Authority: RCW 28B.50.140(113) [28B.50.140].
- 132M-150-048 Counting of ballots—Procedure—Certification of results of election—Retention of ballots—Signed voting lists. [Order 2-75, § 132M-150-048, filed 1/27/76.] Repealed by 81-22-076 (Order 81-1, Resolution No. 81-1), filed 11/4/81. Statutory Authority: RCW 28B.50.140(113) [28B.50.140].
- 132M-150-051 Electioneering within the polls forbidden. [Order 2-75, § 132M-150-051, filed 1/27/76.] Repealed by 81-22-076 (Order 81-1, Resolution No. 81-1), filed 11/4/81. Statutory Authority: RCW 28B.50.140(113) [28B.50.140].
- 132M-150-054 Contest of election—Time for filing objections—Investigation of objections. [Order 2-75, § 132M-150-054, filed 1/27/76.] Repealed by 81-22-076 (Order 81-1, Resolution No. 81-1), filed 11/4/81. Statutory Authority: RCW 28B.50.140(113) [28B.50.140].
- 132M-150-057 Persons eligible to vote—Definition of "academic employee." [Order 2-75, § 132M-150-057, filed 1/27/76.] Repealed by 81-22-076 (Order 81-1, Resolution No. 81-1), filed 11/4/81. Statutory Authority: RCW 28B.50.140(113) [28B.50.140].
- 132M-150-060 Election determined by majority of valid votes cast—Run-off election. [Order 2-75, § 132M-150-060, filed 1/27/76.] Repealed by 81-22-076 (Order 81-1, Resolution No. 81-1), filed 11/4/81. Statutory Authority: RCW 28B.50.140(113) [28B.50.140].
- 132M-150-063 Time lapse for new election. [Order 2-75, § 132M-150-063, filed 1/27/76.] Repealed by 81-22-076 (Order 81-1, Resolution No. 81-1), filed 11/4/81. Statutory Authority: RCW 28B.50.140(113) [28B.50.140].

Chapter 132M-168
LIBRARY

132M-168-010 Reserve books. [Order 15, § 132M-168-010, filed 12/20/72.] Repealed by 81-22-076 (Order 81-1, Resolution No. 81-1), filed 11/4/81. Statutory Authority: RCW 28B.50.140(113) [28B.50.140].

132M-168-020 General circulation. [Order 15, § 132M-168-020, filed 12/20/72.] Repealed by 81-22-076 (Order 81-1, Resolution No. 81-1), filed 11/4/81. Statutory Authority: RCW 28B.50.140(113) [28B.50.140].

132M-168-030 Periodicals. [Order 15, § 132M-168-030, filed 12/20/72.] Repealed by 81-22-076 (Order 81-1, Resolution No. 81-1), filed 11/4/81. Statutory Authority: RCW 28B.50.140(113) [28B.50.140].

132M-168-040 Fines. [Order 15, § 132M-168-040, filed 12/20/72.] Repealed by 81-22-076 (Order 81-1, Resolution No. 81-1), filed 11/4/81. Statutory Authority: RCW 28B.50.140(113) [28B.50.140].

132M-168-050 Hours. [Order 15, § 132M-168-050, filed 12/20/72.] Repealed by 81-22-076 (Order 81-1, Resolution No. 81-1), filed 11/4/81. Statutory Authority: RCW 28B.50.140(113) [28B.50.140].

[Order 1-75, § 132M-110-010, filed 11/10/75.]

WAC 132M-110-020 Definitions. (1) **PUBLIC RECORDS.** "Public record" indicates those documents which contain information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics.

(2) **WRITING.** "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums and other documents.

(3) **COMMUNITY COLLEGE DISTRICT NUMBER THIRTEEN.** The Community College District Number Thirteen is an agency organized by statute pursuant to RCW 28B.50.040. The Community College District Number Thirteen shall hereinafter be referred to as the "college" and includes the institution known as Lower Columbia College. Where appropriate, the term college also refers to the board of trustees, and the officers, agents, and employees of the college..

[Order 1-75, § 132M-110-020, filed 11/10/75.]

Chapter 132M-104 WAC
RULE ON REGULAR MEETING DATE FOR BOARD OF TRUSTEES

WAC

132M-104-010 Regular meetings.

WAC 132M-104-010 Regular meetings. On or before January of each year the board of trustees shall publish in the Washington State Register a regular meeting date for that year.

[Statutory Authority: RCW 28B.50.140(113) [28B.50.140]. 81-22-076 (Order 81-1, Resolution No. 81-1), § 132M-104-010, filed 11/4/81; Order 15, § 132M-104-010, filed 12/20/72.]

Chapter 132M-110 WAC
PUBLIC RECORDS DISCLOSURE POLICY

WAC

132M-110-010 Purpose.

132M-110-020 Definitions.

132M-110-030 Description of central and field organization of Community College District Number Thirteen.

132M-110-040 Operations and procedures.

132M-110-050 Public records availability.

132M-110-060 Public records officer.

132M-110-070 Office hours.

132M-110-080 Requests for public records.

132M-110-090 Copying.

132M-110-100 Exemptions.

132M-110-110 Review of denials of public records.

132M-110-120 Protection of public records.

132M-110-130 Records index.

132M-110-140 Adoption of form.

132M-110-990 Appendix A—Request for public record.

WAC 132M-110-040 Operations and procedures. The college is established under RCW 28B.50.040 to implement the educational purposes established under RCW 28B.50.020. The college district is operated under the supervision and control of a board of trustees. The board of trustees is made up of five members each appointed by the governor to a term of five years. The trustees meet the third Wednesday of each month, unless otherwise determined, at a place designated by the chairman of the board in accordance with public notice and hold such special meetings as are announced by public notice. At such time, the trustees exercise the powers and duties granted it under RCW 28B.50.140.

[Order 1-75, § 132M-110-040, filed 11/10/75.]

WAC 132M-110-050 Public records availability. All public records of the college, as defined in WAC 132M-110-020 are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by RCW 42.17.310 and WAC 132M-110-100.

[Order 1-75, § 132M-110-050, filed 11/10/75.]

WAC 132M-110-060 **Public records officer.** The college's public records shall be in the charge of the records officer designated by the college president. The person so designated may in turn designate persons in the administrative office to implement this section. The records officer and his designees shall be responsible for:

- (1) The implementation of the rules and regulations of the college regarding release of public records.
- (2) Coordinating the staff of the college in this regard.
- (3) Insuring compliance by the staff with the public disclosure requirements of chapter 42.17 RCW.

[Order 1-75, § 132M-110-060, filed 11/10/75.]

WAC 132M-110-070 **Office hours.** Public records shall be available for inspection and copying during the customary office hours of the college. For the purposes of this chapter the customary office hours shall be from 9:00 a.m. to noon and from 1:00 p.m. to 4:00 p.m., Monday through Friday, excluding legal and other college holidays.

[Order 1-75, § 132M-110-070, filed 11/10/75.]

WAC 132M-110-080 **Requests for public records.** In accordance with requirements of chapter 42.17 RCW that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records may be inspected or copied or copies of such records may be obtained, by members of the public, upon compliance with the following procedures:

(1) A request shall be made in writing upon a form prescribed by the college which shall be available at its administrative office on the campus. The form shall be presented to the records officer and/or his designees at the administrative office on the campus during customary office hours. The request shall include the following information:

- (a) The name of the person requesting the record;
- (b) The time of day and calendar date on which the request was made;
- (c) The nature of the request;
- (d) If the material requested is referenced within the current index maintained by the records officer, a reference to the requested record as it is described in the index;
- (e) If the material requested is not identifiable by reference to the current index, an appropriate description of the record requested.

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the records officer and/or his designees to assist the member of the public in appropriately identifying the public record requested.

- (3) The records officer and/or his designee to whom the request is presented shall respond promptly and
 - (a) Make the requested document available, or
 - (b) State that such a document does not exist, or
 - (c) Ask for clarification of the document requested, or

(d) Deny access if the record is exempt from public inspection under WAC 132M-110-050 as determined by RCW 42.17.310.

[Order 1-75, § 132M-110-080, filed 11/10/75.]

WAC 132M-110-090 **Copying.** No fee shall be charged for the inspection of public records. The college shall charge a minimum fee of twenty-five cents per page of copy for providing copies of public records. In the event the copying of public records would unreasonably burden existing personnel of the college, or additional personnel and/or equipment would have to be added because of the request(s) for copying the public records, then a reasonable charge may be added to the twenty-five cents per copy minimum to reflect the cost for additional personnel or equipment. The increased cost shall be determined by the records officer and shall be stated on the form requesting the copying of public records when the same request is approved by the records officer. In any case where the records officer estimates that the cost of duplication of a request will exceed ten dollars, then he may at his discretion require an advance payment of all or a percentage of the cost estimate prior to complying with the request for duplication. When, in the opinion of the records officer, it would be less expensive or more practical to duplicate public records by contract with a printing company, then the records officer shall have the authority to do the same and the actual cost of the printing shall be paid by the person requesting the duplication.

[Order 1-75, § 132M-110-090, filed 11/10/75.]

WAC 132M-110-100 **Exemptions.** (1) The college reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 132M-110-080 is exempt under the provisions of chapter 42.17 RCW.

(2) In addition, pursuant to RCW 42.17.260, the college reserves the right to delete identifying details when it makes available or publishes any public record, in any case when there is reason to believe that disclosure of such details would be an invasion of personal privacy protected by chapter 42.17 RCW. The records officer and/or his designee will fully justify such deletion in writing.

(3) All denials of requests for public records must be accompanied by a written statement specifying the reason for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld.

[Order 1-75, § 132M-110-100, filed 11/10/75.]

WAC 132M-110-110 **Review of denials of public records.** (1) Any person who objects to the denial of a request for a public record may petition for prompt review of such decision by tendering a written request for review. The written request shall specifically refer to the written statement by the records officer and/or his designees which constituted or accompanied the denial.

(2) Immediately after receiving a written request for review of a decision denying a public record, the records officer and/or his designee denying the request shall refer it to the college president. The college president or his designee shall immediately consider the matter and either affirm or reverse such denial or consult with the attorney general to review the denial. In any case, the request shall be returned with a final decision within two business days following the original denial.

(3) Administrative remedies shall not be considered exhausted until the college has returned the petition with a decision or until the close of the second business day following denial of inspection, whichever occurs first.

[Order 1-75, § 132M-110-110, filed 11/10/75.]

WAC 132M-110-120 Protection of public records. Requests for public records shall be to the agency records officer and/or his designees in the appropriate locations on the campus. Public records and a facility for their inspection will be provided by the records officer and/or his designees. Such records shall not be removed from the place designated for their inspection. Copies shall be made only at Lower Columbia College. If copying facilities are not available at the college, the college will arrange to have copies made commercially according to the provisions of WAC 132M-110-090.

WAC 132M-110-990 Appendix A--Request for public record.



REQUESTER: Please complete form and submit to "Public Records Officer" of the state agency identified.

NAME OF STATE AGENCY		DATE OF REQUEST	TIME OF REQUEST
TO			
PUBLIC RECORDS OR INFORMATION REQUESTED		REQUESTED BY	
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
COMPLETED BY AGENCY PUBLIC RECORDS OFFICER		ACKNOWLEDGEMENT OF RECEIPT	
NO. OF COPIES	AMOUNT RECEIVED	DATE OF RECEIPT	TIME OF RECEIPT
\$			
PUBLIC RECORDS OFFICER		RECIPIENT'S SIGNATURE	
REASON IF AGENCY IS UNABLE TO COMPLY			
REQUESTER READ AND SIGN I understand that I must abide by the Rules and Regulations published by the agency identified, for the protection of public records, a copy of which I have read and understand.			
I understand that I will be charged twenty-five cents per copy for all standard letter size copies I desire and that other size publications are available at cost.			
REQUESTER'S SIGNATURE			

FORM S.F. 276 (6/75)

[Order 1-75, Appendix A (codified as WAC 132M-110-990), filed 11/10/75.]

[Order 1-75, § 132M-110-120, filed 11/10/75.]

WAC 132M-110-130 Records index. (1) INDEX. The agency records officer and/or his designees have available to all persons a current index which provides identifying information as to those records promulgated and indexed since June 30, 1972.

(2) AVAILABILITY. The current index promulgated by the district shall be available to all persons under the same rules and on the same conditions as are applied to public records available for inspection.

[Order 1-75, § 132M-110-130, filed 11/10/75.]

WAC 132M-110-140 Adoption of form. The college hereby adopts for use by all persons requesting inspection and/or copying or copies of its records SF 276, attached hereto as Appendix "A," entitled "request for public record."

[Order 1-75, § 132M-110-140, filed 11/10/75.]

Chapter 132M-112 WAC

AFFIRMATIVE ACTION PROGRAM

WAC

132M-112-010 Affirmative action program.

132M-112-011 Affirmative action program—Grievance procedure.

WAC 132M-112-010 Affirmative action program. The policy of Lower Columbia College is to provide equal opportunity to all facets of hiring and continued employment regardless of sex, race, marital status, creed, color, age, national origin, handicapped status, Viet Nam era or disabled veteran status, or religious preference.

[Statutory Authority: RCW 28B.50.140(113) [28B.50.140]. 81-22-076 (Order 81-1, Resolution No. 81-1), § 132M-112-010, filed 11/4/81.]

WAC 132M-112-011 Affirmative action program—Grievance procedure. A grievance procedure has been formulated to give any person or persons who have reason to believe they have been discriminated against on the basis of race, sex, age, religion, national origin, marital status, physical disability, mental, sensory or physical handicap, or veteran status a right to obtain an impartial, objective review of the complaint by persons detached from the events or circumstances which resulted in the alleged discrimination, but who are knowledgeable about equal opportunity principles.

Any person, persons, or organizations in the college community acting in their own behalf or on behalf of any aggrieved individual, with the consent of that individual, may bring a complaint.

No person shall be subjected to discharge, suspension, discipline, harassment, or any form of discrimination for having utilized, or having assisted others in the utilization of, the grievance process.

This grievance procedure expects to resolve differences at the local level; however, nothing in the procedure should be interpreted to prevent appeal to compliance agencies.

The following procedures shall be employed for filing and handling discrimination complaints:

(1) The person or persons alleging that discrimination has occurred may file a written charge with the affirmative action officer within ten working days from the date of the event giving rise to the grievance or within ten working days from the date the grievant should reasonably become aware of such event. For the event to be pursued it must meet the following criteria:

(a) The complaint arguably involves discrimination on the basis of race, sex, national origin, marital status, religion, veteran status, age, mental, sensory or physical handicap, or physical disability.

(b) An act of discrimination has already occurred and is not simply anticipated.

(c) A written statement describing the discriminating act must be prepared with the assistance of the affirmative action officer, if needed.

(2) Within five working days the person or persons against whom the charge was filed shall be notified. An

informal investigation should be conducted by the affirmative action officer to determine if there is a basis for the claim of discrimination. If there is a basis for complaint, an informal meeting with the individuals will be requested. Within ten working days after notification to the person or persons against whom the charge was filed, the affirmative action officer shall attempt to informally resolve the complaint. Should either party fail to agree with the resolution, then either may proceed with Step 3 herein or seek any other remedy.

Appeal may be made by a written petition by either party to the college president. Further appeal may be made, in writing, by either party to the board of trustees. The board of trustees may also on its own motion review any decision of the affirmative action hearing panel and affirm, modify, or reverse that decision. The written findings of this appeal shall be considered final. No further intrainstitutional appeal exists.

Inquiries or appeals beyond the institutional level may be directed to:

Regional Director
Office of Civil Rights, HEW
1321 Second Avenue
Seattle, Washington 98101
(206) 442-0473

Equal Employment Opportunity Commission
710 Second Avenue
Seattle, Washington 98101
(206) 442-0968

Humans Rights Commission
1601 – 2nd Avenue Bldg.
Fourth Floor
Seattle, Washington 98101
(206) 464-6500

[Statutory Authority: RCW 28B.50.140(113) [28B.50.140]. 81-22-076 (Order 81-1, Resolution No. 81-1), § 132M-112-011, filed 11/4/81.]

Chapter 132M-113 WAC

ACCESS TO STUDENT RECORDS

WAC

132M-113-010 Student's access to records.

132M-113-015 Waiver of student access right.

132M-113-020 Release of information—General policy and procedure.

132M-113-025 Release of information to or about parents and spouses.

132M-113-030 Release of information to school officials.

132M-113-035 Release of information to the public.

132M-113-040 Release of information in emergencies.

132M-113-045 Notification and record of access.

WAC 132M-113-010 Student's access to records. When a student enrolls at the college and submits the required data for academic and personal records, there is an assumption of trust placed in the college as custodian of this data. The college policy is that all information gathered through educational and counseling processes

including academic performance, activities, personal interviews, and disciplinary proceedings shall remain confidential, except as otherwise specified in this section. The college fully subscribes to Federal Law P.L. 93-380 § 513 and abides by the rules and regulations according to the department of education.

Students may inspect and review the contents of their personal records with the professional staff. The review must be conducted within 45 days of request. The student has access to all records except professional, i.e. counseling records or confidential letters or statements to which these were specifically waived as provided. Counseling files are closed except to the originator.

All materials in a student's placement office files are open to the student's review except confidential letters or statements which were placed in this file prior to January 1, 1975, or to which the student has specifically waived access as provided in the following sections.

[Statutory Authority: RCW 28B.50.140(113) [28B.50.140]. 81-22-076 (Order 81-1, Resolution No. 81-1), § 132M-113-010, filed 11/4/81.]

WAC 132M-113-015 Waiver of student access right. Students may waive their access rights to confidential recommendations for admission, employment, and receipt of honors.

Confidential letters and recommendations to which a student has waived his/her right of access, or which were placed in the student's file prior to January 1, 1975, may not be used for any purpose other than that specifically intended.

Waivers of access right may be requested, but may not be required, of a student under any circumstances.

[Statutory Authority: RCW 28B.50.140(113) [28B.50.140]. 81-22-076 (Order 81-1, Resolution No. 81-1), § 132M-113-015, filed 11/4/81.]

WAC 132M-113-020 Release of information—General policy and procedure. (1) The college respects the right of its students to determine employers or prospective employers to whom they wish the college to furnish personal information. At the written requests of the student concerned, the college will respond to inquiries originating from employers or prospective employers—public or private.

(2) The college shall send individually identified written reports to other educational institutions only with written consent of the student involved. The student shall receive a copy of the transfer on request and has an opportunity to challenge the content of the record.

(3) Request for release of information must be initiated by the student and be specific as to date of request, records to be released, reason for request, names of parties to whom released. This includes information required for establishment of athletic eligibility.

(4) All students, including those who have not reached the age of 18, enrolled at the college must give written consent before any parties other than those authorized under the following sections can review their records.

(5) No party to whom confidential information or student records is entrusted, transferred, or released will

permit any other party to have access to such information except as provided in this section.

(6) Political membership or information is not recorded in student records unless the student expressly requests the inclusion of such information. This is released only if the student so requests. Information relative to an identifiable individual's race or creed will not be provided at any time, except when specifically authorized by federal law.

(7) Information contained in counseling and disciplinary files will not be released except as provided under the following sections.

(8) Information may be released upon request to law enforcement agencies, following issuance of a judicial order or lawfully issued subpoena.

[Statutory Authority: RCW 28B.50.140(113) [28B.50.140]. 81-22-076 (Order 81-1, Resolution No. 81-1), § 132M-113-020, filed 11/4/81.]

WAC 132M-113-025 Release of information to or about parents and spouses. Parents and spouses of students enrolled at the college may have access to the student's records only with the written permission of the student, except if the student is under 18 years of age. Students shall not be given access to their parents' financial records.

[Statutory Authority: RCW 28B.50.140(113) [28B.50.140]. 81-22-076 (Order 81-1, Resolution No. 81-1), § 132M-113-025, filed 11/4/81.]

WAC 132M-113-030 Release of information to school officials. Records of personally identifiable information may be released to the following without the specific permission of the student:

(1) College staff and faculty, when the information is required for a legitimate educational interest within the performance of their responsibilities to the college with the understanding that the information will be used only in connection with that interest.

(2) Appropriate persons reviewing a student's application for, or receipt of, financial aid.

(3) Researchers conducting special academic studies, administrators of student aid, accrediting organizations, and the SBCCE for the management information system. Information will be given in an unidentified manner if possible and must be destroyed when no longer needed.

(4) Officers of courts in compliance with judicial order or subpoena. Students must be notified of these proceedings.

[Statutory Authority: RCW 28B.50.140(113) [28B.50.140]. 81-22-076 (Order 81-1, Resolution No. 81-1), § 132M-113-030, filed 11/4/81.]

WAC 132M-113-035 Release of information to the public. The college does not release any directory information concerning students other than that which is part of the public records, including:

(1) Name.

(2) Address and phone number unless specifically requested not to be disclosed.

(3) Degree program or major.

(4) Degree or certificate earned.

[Statutory Authority: RCW 28B.50.140(113) [28B.50.140]. 81-22-076 (Order 81-1, Resolution No. 81-1), § 132M-113-035, filed 11/4/81.]

WAC 132M-113-040 Release of information in emergencies. Necessary student information may be released in connection with an emergency and/or to protect the health and safety of a student or other persons. Definition of "emergency" is left to the custodian of the records, but must be strictly construed.

[Statutory Authority: RCW 28B.50.140(113) [28B.50.140]. 81-22-076 (Order 81-1, Resolution No. 81-1), § 132M-113-040, filed 11/4/81.]

WAC 132M-113-045 Notification and record of access. The college shall maintain an updated list of records which are being kept including the types of information as that information relates directly to the student; name and position of official responsible for maintenance of records; persons who have access and reasons for their access; policy for reviewing and expunging; procedures for challenging students' records; and cost charged for reproducing records. A record of access will be kept, with each student's education records, of all requests for a student's personal information except official requests specified under WAC 132M-113-030. All releases of confidential information will include a notice that no party other than to whom specifically released may have access to this information.

[Statutory Authority: RCW 28B.50.140(113) [28B.50.140]. 81-22-076 (Order 81-1, Resolution No. 81-1), § 132M-113-045, filed 11/4/81.]

Chapter 132M-115 WAC

TENURE

WAC

132M-115-010 Definitions of terms relating to tenure.

132M-115-020 Tenure.

132M-115-030 Tenure termination review committee.

132M-115-040 Review committees for probationary faculty.

WAC 132M-115-010 Definitions of terms relating to tenure. (1) "Tenure" shall mean a faculty appointment for an indefinite period of time which may be revoked only for adequate or sufficient cause and by due process.

(2) "Faculty appointment" shall mean full-time employment on the faculty salary schedule as a teacher, counselor, media specialist, or other position for which the training, experience, and responsibilities are comparable as determined by the board, except administrative appointments, temporary faculty appointments and those positions set out in RCW 28B.50.851 (2)(b).

(3) "Probationary faculty appointment" shall mean a faculty appointment for a designated period of time which may be terminated without cause upon expiration of the probationary faculty appointment.

(4) "Probationer" shall mean any individual holding a probationary faculty appointment.

(5) "Temporary faculty appointment" shall mean:

(a) Less than full-time faculty employment for any period of time, or

(b) Full-time faculty employment where such employment is as replacements for on-leave faculty, or

(c) Full-time faculty employment in projects of limited duration, being subsidized by nonrecurring special funds or grants.

(6) "Administrative appointment" shall mean employment in a specific administrative position as determined by the board.

(7) "Review committees" shall mean committees composed of faculty students, and administrative staff of the college providing that the majority of each committee shall consist of nonadministrative staff. The functions of the committees are defined under Policy Number 317, "Tenure termination review committee" and 329, "Probationary review committees."

(8) "Student services faculty" shall mean nonadministrative faculty directly responsible to the dean of students. For the purposes of tenure, such faculty shall be considered as belonging to a student services department.

(9) "Learning resources faculty" shall mean faculty directly responsible to the director of library services. For the purposes of tenure, such faculty shall be considered as belonging to a department designated by the dean of instruction.

[Statutory Authority: RCW 28B.50.140(113) [28B.50.140]. 81-22-076 (Order 81-1, Resolution No. 81-1), § 132M-115-010, filed 11/4/81.]

WAC 132M-115-020 Tenure. (1) Purpose. Consistent with RCW 28B.85.850 [28B.50.850], the following procedures establish and maintain a system of tenure for the faculty of the college. The purpose of the tenure system is to protect the concept of faculty employment rights and to provide for faculty involvement in the protection to those rights. It further defines a process for appointment of faculty to tenure status and the dismissal of tenured faculty.

(2) Probationary period. The probationary period for a probationary faculty appointment shall not exceed three consecutive regular college years. Tenure may be awarded at any time prior to the expiration of the probationary period by the board on recommendation of the review committee. If the board decides not to renew a probationary faculty appointment, the probationer shall be notified not later than the last day of the quarter preceding the term in which the probationary period is completed. A member of the faculty who holds a probationary faculty appointment shall not be dismissed prior to the written terms of the appointment except for adequate or sufficient cause and by due process.

(3) Review committees for probationary faculty. There shall be probationary review committees for the instructional departments and for student services. The composition of such committees with their duties and procedures are contained in WAC 132M-115-040 as now or hereafter amended.

(4) Tenured faculty.

(a) Tenured faculty shall not be dismissed except for adequate or sufficient cause.

(b) A tenured faculty member upon appointment to an administrative position, except president, shall be allowed to retain his tenure as a faculty member.

(c) Tenure at Lower Columbia College may not be retained upon permanent transfer of employment to another community college district nor may tenure be transferred from another community college district.

(d) Prior to the dismissal of a tenured faculty member, or a faculty member holding an unexpired probationary faculty appointment, the case shall first be reviewed by the tenure termination review committee. (See WAC 132M-115-030.)

[Statutory Authority: RCW 28B.50.140(113) [28B.50.140]. 81-22-076 (Order 81-1, Resolution No. 81-1), § 132M-115-020, filed 11/4/81.]

WAC 132M-115-030 Tenure termination review committee. Under this policy all references to the review committee shall mean the tenure termination review committee.

The tenure termination review committee shall be made up of five members, consisting of three to be elected by the faculty, one to be appointed by the president, and one student.

The three elected members shall be chosen annually by an election conducted by the president in which the electorate shall be all college personnel who hold faculty appointments as defined. Two candidates for election to each tenure termination review committee position shall be nominated by the faculty from tenured members. The candidates receiving the highest number of votes for each position shall serve during the following year.

The president shall appoint one person from those holding administrative appointments for each instance requiring the tenure termination review committee.

The student representative, who shall be a full-time student, shall be chosen by the associated students of Lower Columbia College in such manner as the governing body of the association shall determine.

A faculty member holding an unexpired probationary appointment shall not be dismissed prior to the expiration of his/her appointment without being afforded the same services and procedures as tenured faculty.

The procedures afforded a dismissed faculty member shall conform with RCW 28B.19.110 through 28B.19-.150. If there is a conflict between the procedures and the statutes, the statutes will prevail.

[Statutory Authority: RCW 28B.50.140(113) [28B.50.140]. 81-22-076 (Order 81-1, Resolution No. 81-1), § 132M-115-030, filed 11/4/81.]

WAC 132M-115-040 Review committees for probationary faculty. There shall be a probationary council for Lower Columbia College and a series of probationary review committees for the instructional and services departments. The members of the probationary review council shall be made up of the following: Dean of instruction – chairman; dean of students – vice chairman;

two instructional associate deans; one student services associate dean; and at least two tenured faculty members from each major instructional and student services department. The purpose of the probationary review council shall be to make assignments from its membership to the probationary review committee for each probationary faculty member. In addition the council shall adopt and monitor a uniform standard of review which shall be utilized by all probationary review committees.

The faculty probationary review committees shall be composed of an associate dean of instruction, one faculty member from the same department as the probationer, one faculty member in a related discipline to that of the probationer, one member at large, and a student representative. The student services committee shall be composed of the dean of students, three tenured faculty members and a student representative.

No probationary review committee will serve more than three probationary faculty members. In accordance with RCW 28B.50.851(7), the specific probationary review committee shall be the legally authorized committee to make recommendations to the board of trustees regarding continuance of probation or granting of tenure to the individual probationer. Terms of faculty members on probationary review committees shall be for three years except when filling an unexpired term. The student member will be chosen by the associated students of Lower Columbia College in such manner as the governing body of the association shall determine. Under this policy all references to the review committee shall mean the probationary review committees.

(1) The review committees shall act as fact collecting bodies and shall function to provide guidance and assistance to the probationary faculty members.

(2) The review committees shall, prior to February 28, advise the probationers in writing of their progress in fulfilling their appointments. The review committees shall receive the probationer's written acknowledgement of having received a progress report.

(3) The review committees shall make recommendations to the board through the president for the granting or denial of tenure; for the continuation of probationary status; or for the nonrenewal of the probationary status of individual probationers.

(4) If a review committee recommends the granting of tenure for an individual probationer, such recommendation may be made at any time.

(5) All recommendations of the probationary review committees shall be made in sufficient time so that the board may meet the legal deadline for decision and notification on such cases.

(6) The review committees shall meet with the probationers not less than once each quarter and provide probationers written reports of the progress toward tenure.

[Statutory Authority: RCW 28B.50.140(113) [28B.50.140]. 81-22-076 (Order 81-1, Resolution No. 81-1), § 132M-115-040, filed 11/4/81.]

Chapter 132M-116 WAC PARKING REGULATIONS

WAC

132M-116-010 Parking regulations.

WAC 132M-116-010 **Parking regulations.** (1) Students, faculty, staff, and visitors using Lower Columbia College's parking facilities shall not park in designated "no parking" areas, such as fire lanes, driveways, walkway entrances, loading zones, or any area marked with yellow paint.

(2) Private vehicles shall not be parked in areas designated for "motor pool." Individuals shall not park in "handicapped" spaces without proper stickers attached to their vehicles.

(3) Vehicles that are found in violation of the above restrictions shall be subject to citation, stationary abduction, or towing.

[Statutory Authority: RCW 28B.50.140(113) [28B.50.140]. 81-22-076 (Order 81-1, Resolution No. 81-1), § 132M-116-010, filed 11/4/81; Order 15, § 132M-116-010, filed 12/20/72.]

Chapter 132M-120 WAC STUDENT CONDUCT CODE

WAC

132M-120-010 General policy.

132M-120-020 Definitions.

132M-120-030 Demonstration policy.

132M-120-040 Offenses which may result in dismissal.

132M-120-050 Offenses which may result in probation.

132M-120-070 Nonacademic conduct.

132M-120-080 Disciplinary procedures.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132M-120-060 Cheating or plagiarism. [Order 15, § 132M-120-060, filed 12/20/72.] Repealed by 81-22-076 (Order 81-1, Resolution No. 81-1), filed 11/4/81. Statutory Authority: RCW 28B.50.140(113) [28B.50.140].

132M-120-090 Sanction procedures. [Order 15, § 132M-120-090, filed 12/20/72.] Repealed by 81-22-076 (Order 81-1, Resolution No. 81-1), filed 11/4/81. Statutory Authority: RCW 28B.50.140(113) [28B.50.140].

WAC 132M-120-010 **General policy.** (1) The college is dedicated not only to learning and the advancement of knowledge but also to the development of ethically sensitive and responsible persons. It seeks to achieve these goals through a sound educational program and policies concerning conduct that encourage independence and maturity while strengthening the spirit of mutual cooperation and responsibility shared by all members of the college community.

(2) In keeping with these objectives the college, to the extent appropriate and feasible, shall pursue the same policies with regard to maintaining standards of behavior for students.

(3) The college distinguishes its responsibility for student conduct from the control functions of the wider community. When a student has been apprehended for the violation of a law of the local community, the state,

or the nation, the college will not request or agree to special consideration for the student because of his status as a student. Where the violation occurred on college facilities or at a college-sponsored event, the student apprehended shall be held accountable to the provisions of this section and the proceedings of the appropriate law enforcement agencies shall have no bearing on the outcome of the college proceedings. The college will cooperate fully, however, with law enforcement agencies, and with other agencies on any program for the rehabilitation of the student.

(4) The college may apply sanctions or take other appropriate action only when student conduct materially and substantially interferes with the college's primary educational responsibility of ensuring the opportunity of all students of the college community to attain their educational objectives, or subsidiary responsibilities of protecting the health and safety of persons in the college community, maintaining and protecting property, keeping records, other services, and sponsoring nonclassroom activities such as lectures, concerts, athletic events, and social functions.

(5) Procedure fairness is basic to the proper enforcement of all college rules.

(6) In particular, no sanction as serious as dismissal, or entry of an adverse notation on any permanent record available to persons outside the college shall be imposed unless the student

(a) Has been notified in writing of the charges against him, and

(b) Has had an opportunity to appear alone or with any other person to advise and assist him before an appropriate committee, court, or official, to know the nature and source of the evidence against him and to present evidence in his own behalf, and

(c) Has his case reviewed by the president.

(7) Students shall have an opportunity to participate fully in the formulation of all policies and rules pertaining to student conduct and in the enforcement of all such rules.

(8) Rules and sanctions affecting the conduct of men and women shall be based on general principles of equal treatment, including like penalties for like violations.

[Order 15, § 132M-120-010, filed 12/20/72.]

WAC 132M-120-020 **Definitions.** (1) The following definitions shall apply

(a) "Board" shall mean the board of trustees of Community College District No. 13, state of Washington.

(b) "College" shall mean Lower Columbia College and any other community college which may be created by the board of trustees of Community College District No. 13, state of Washington.

(c) "College facilities" shall mean and include any or all real and personal property operated by the board of trustees of Community College District No. 13, state of Washington, and shall include all building appurtenances affixed thereto or attached thereto.

(d) "College personnel" refers to any person employed on a full-time or part-time basis, except those who are

faculty members, by any community college administered by the board of trustees of Community College District No. 13, state of Washington.

(e) "Disciplinary action" shall mean and include dismissal or any lesser sanction of any student by the dean of students, the student hearing committee, the president or the board for the violation of any of the provisions of this section for which such sanctions may be imposed.

(f) "District" shall mean Community College District No. 13, state of Washington.

(g) "Faculty members" shall mean any employee of a community college administered by the board of trustees of Community College District No. 13, state of Washington, who is employed on a full time or part time basis as a teacher, counselor, media specialist, or other position for which the training, experience, and responsibilities are comparable as determined by the board, except administrative appointments.

(h) "President," unless otherwise designated, shall mean the duly appointed president of Community College District No. 13, state of Washington.

(i) A "sponsored event or activity" shall mean any activity that is scheduled by the college and supervised and controlled by the college's faculty members or college personnel. Such "sponsorship" shall continue only as long as the event is supervised and controlled by the college faculty member or college personnel. When the sponsored event or activity is of a prolonged nature, and free time periods are permitted to the students participating in the event, any activity taking place during such a free time period is permitted to the students participating in the event. Any activity taking place during such a free time period outside of the supervision and control of the college's faculty member or college personnel responsible for the event or activity shall be deemed to be off campus activity.

(j) "Student" shall mean and include any person who is enrolled in any community college administered by the board of trustees of Community College District No. 13, state of Washington.

[Order 15, § 132M-120-020, filed 12/20/72.]

WAC 132M-120-030 Demonstration policy. (1) Fundamental to the democratic process are the rights of free speech and peaceful assembly. Students and other members of the college community shall always be free to express their views or support causes by orderly means which do not disrupt the regular and essential operation of the college.

(2) Concomitantly, while supporting the rights of students and other members of the college community, Lower Columbia College recognizes the responsibility to maintain an atmosphere on campus conducive to the educational process.

(3) To insure the reconciliation of such rights and responsibilities, while respecting the private rights of all individuals, campus demonstrations may be conducted only in areas which are generally available to the public, provided such demonstrations

(a) Are conducted in an orderly manner,

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(b) Do not interfere with vehicular or pedestrian traffic,

(c) Do not interfere with classes, scheduled meetings and ceremonies, or with other educational processes of the college, and

(d) Are not held in or on facilities where college functions are in progress.

(4) Students found in violation of this policy will be subject to disciplinary action by the college; nonstudents violating college policy will be referred to the proper authorities for prosecution.

[Order 15, § 132M-120-030, filed 12/20/72.]

WAC 132M-120-040 Offenses which may result in dismissal. (1) Dismissal from the college or any lesser sanction may result from the commission by a student of any of the following offenses

(a) Academic cheating or plagiarism

(b) Furnishing false information to the college with intent to deceive

(c) Forgery, alteration, or misuse of college documents, records, or identification cards

(d) Physical abuse of another person

(e) Destruction, damage, or misuse of college real or personal property, including learning resources materials, or of private property on the campus

(f) Theft or conversion of another's property

(g) Participation in hazing

(h) Lewd or indecent conduct

(i) Conduct which materially and substantially interferes with the requirements of appropriate discipline in the operation of the college or invades the rights of others

(j) The sale or provision to others of narcotics, drugs, marijuana, or any drug, the unregulated distribution of which is prohibited by law, except when specifically prescribed as medication by an authorized medical agent, on college facilities or at college sponsored events

(k) Intentionally filing a false statement reporting a violation or violations of this section

(l) Interfering with the proceedings of the disciplinary meeting with the dean of students or the formal hearing or any subsequent hearings

(m) Failing to appear at the meeting with the dean of students or the formal hearing or any subsequent hearings

(n) Entering or remaining in, or both, any administrative office or otherwise closed college facility or entering after the closing time of such facilities in any manner, at any time, without permission of the college employee or agent in charge thereof

(o) Two or more or a repetition of offenses listed in WAC 132M-120-050.

[Order 15, § 132M-120-040, filed 12/20/72.]

WAC 132M-120-050 Offenses which may result in probation. (1) Probation or any lesser sanction may result from the commission by a student of any of the following offenses

(a) Possession, consumption, or furnishing of alcoholic beverages on college-owned or controlled property or at college-sponsored or supervised functions

(b) Disorderly conduct, including disorderly conduct resulting from drunkenness, occurring on college-owned or controlled property or at college-sponsored or supervised functions.

(c) The use or possession of narcotics, drugs, marijuana, or any drug the unregulated distribution of which is prohibited by law, except when specifically prescribed as medication by an authorized medical agent, on college facilities or at college-sponsored events

(d) Violation of any college rule approved by the board for the infraction of which sanctions may be imposed under these provisions.

[Order 15, § 132M-120-050, filed 12/20/72.]

WAC 132M-120-070 Nonacademic conduct. Lower Columbia College is a public institution having special responsibility for providing instruction in higher education. As such the college has an obligation to maintain conditions which are conducive to freedom of inquiry and expression in the degree compatible with the orderly conduct of its functions.

Serious breaches of acceptable academic conduct by students may lead to the imposition of disciplinary sanctions. The kinds of offenses and the sanctions which may be imposed are described in Policy Number 931 in the college policy files as now or hereafter amended. The procedures by which such disciplinary sanctions may be imposed are described in Policy Number 934 in the college policy files as now or hereafter amended.

[Statutory Authority: RCW 28B.50.140(113) [28B.50.140], 81-22-076 (Order 81-1, Resolution No. 81-1), § 132M-120-070, filed 11/4/81; Order 15, § 132M-120-070, filed 12/20/72.]

WAC 132M-120-080 Disciplinary procedures. (1) In the event activities interfere with the orderly operation of the college, the dean of students or the president or their designees shall determine the course of action which appears to offer the best possibility for resolution of the problem. The emergency procedures will be followed if deemed essential

(a) Inform those involved in such activities that they are in violation of college and/or civil regulations

(b) Inform them that they should cease and desist. Indicate an area on campus where they are able to conduct their activities without interfering with the operation of the college

(c) If they do not respond within a reasonable time, call the civil authorities

(2) The president or his designee, within two academic calendar days of an alleged violation, may suspend any student of the college pending investigation, action, or prosecution on charges of an alleged violation or violations, or where the president or his designee has reason to believe any student has violated any laws of the city, county, state, or of the United States, for not more than ten academic calendar days where that student's physical or emotional safety and well-being, or

the safety and well-being of the other college community members, or the safety and well-being of the college property command such suspension. The suspension of any student shall be null and void if the provisions of this section are not followed or other requirements otherwise provided by law are not followed.

(3) All rules herein shall apply equally to every student of the college whenever present upon any college facility, or at any college sponsored event or activity.

(4) If the president or his designee desires to exercise the authority conferred by this section against any student, he shall direct the dean of students to cause notice thereof to be served upon the student by registered or certified mail at the student's last known address, or by causing personal service of such notice upon that member. The notice shall be entitled 'notice of interim suspension proceeding' and shall state

(a) The charges against the student, including a copy of the law or regulation, or both, involved, and

(b) that the student charged shall appear before the president or the president's designee at a time to be set by the president or his designee but not later than twenty-four hours from the date and time of receipt of the 'notice of interim suspension proceeding'.

(5) At the interim suspension hearing the student against whom the violation or violations are alleged shall have the burden of proving to the president or the president's designee that there is no cause to believe that the violation stated on the notice of interim suspension did occur or was the act of the student against whom the violation or violations are alleged, and that immediate suspension is not necessary nor justifiable.

(6) A student may

(a) Offer oral testimony of himself or of any person
(b) Submit any statement or affidavit on his own behalf

(c) Examine any affidavit or cross-examine any witness who may appear against him

(d) Submit any matter in extenuation or mitigation of the violation or violations charged

(7) The president or the individual designated by the president shall determine at the time of the interim suspension proceeding

(a) Whether there is probable cause to believe that a violation of law or of the regulations has occurred, and

(b) Whether there is reason to believe that immediate suspension is necessary

(8) In the course of making such a decision, the president or his designee may consider the sworn affidavits or oral testimonies of persons who have alleged that the student charged has committed a violation of law or of the regulations and the oral testimony and affidavits submitted by the student charged.

(9) If the president or his designee, following the conclusion of the interim suspension proceeding, finds that there is probable cause to believe that

(a) The student against whom specific violations of law or of the regulations are alleged has committed one or more of such violations upon any college facility, and

(b) That interim suspension of the student is necessary under the regulations, and such violation or violations of the law or of the regulations constitute grounds for disciplinary probation or dismissal, then the president or the president's designee may continue the suspension of such student from the college for the remainder of the ten academic calendar day suspension period.

(10) If a student is suspended for ten days, he shall be provided with a written copy of the president's or his designee's findings of fact and conclusions which constituted probable cause to believe that the conditions for interim suspension existed.

(11) The student suspended shall be served a copy of the notice of suspension by personal service or by registered mail. Notice by mail shall be sent to the student's last known address. The suspension shall be effective for a maximum ten-day period dating from the day the notice of suspension is mailed or personal service accomplished.

(12) If the student against whom specific violations of the regulations or of the laws of the State of Washington or of the United States have been alleged, has been served pursuant to the notice required and fails to appear at the time designated for interim suspension proceedings, the president or his designee may suspend the student from the college for a maximum of ten days.

(13) Any student aggrieved by an order issued at the interim suspension proceeding may appeal the same to the president or board. No such appeal shall be entertained, however, unless written notice of the appeal, specifically describing alleged errors in the proceedings or findings of the president or his designee is tendered at the office of the president within seventy-two hours following the date notice of interim suspension was served or mailed to the student.

(14) The president or the board shall, as soon as reasonably possible, examine the allegations contained within the notice of appeal along with the findings of the president or his designee and the record of the interim suspension proceeding and determine therefrom whether the interim suspension order is justified. Following such examination, the president or board may, at their discretion, vacate the interim suspension decision pending determination of the merits of the disciplinary proceeding pursuant to the above provisions.

(15) The board shall notify the appealing student within forty-eight hours following its consideration of the notice of appeal, as to whether the interim suspension shall be maintained or stayed pending disposition of the disciplinary proceeding pursuant to the above provisions.

(16) The interim suspension proceeding shall in no way substitute for the disciplinary proceedings. At the end of the suspension period, the student suspended shall be reinstated to his full rights and privileges as a student, subject to whatever sanctions may have been or may be in the future imposed pursuant to the provisions, or regarding interim suspension.

(17) Any disciplinary proceeding initiated against the student because of violations alleged against any student

in the course of the summary suspension proceeding provided for herein, shall be heard *de novo*, that the records made and evidence presented during the course of any facet of the interim suspension proceeding brought against the student shall be available for the use of the student and of the college in a disciplinary proceeding initiated under the provisions.

(18) Records of all interim suspension proceedings shall be kept in the office taking or initiating the action. Except in proceedings where the student is exonerated, all documentary or other physical evidence produced or considered in interim suspension proceedings and all recorded testimony shall be preserved insofar as possible for at least six months. No record of the proceedings wherein the student is exonerated shall be maintained in the student's file or other college repository after the date of the exoneration.

(19) The office of student services shall keep accurate records of all interim suspension proceedings taken by that office. All interim suspensions will be entered on the student's record and shall be removed at the time of graduation or after three years have elapsed.

(20) In any case in which a student suspended is subsequently exonerated in the course of disciplinary proceedings provided for in the provisions, all records related to the interim suspension of the student shall be removed from the student's record. The office of student services shall be responsible for such removal.

(21) Any failure by the college to remove records of interim suspension proceedings, when such is to be done pursuant to this section, may be secured by a student petitioning the office of student services for removal of such notation.

[Order 15, § 132M-120-080, filed 12/20/72.]

Chapter 132M-136 WAC USE OF COLLEGE FACILITIES--ACADEMIC

WAC

132M-136-020 Distribution of materials policy.

132M-136-030 Outside speaker policy.

132M-136-050 Outside organizations meeting with students.

132M-136-060 Use of college facilities by outside groups.

132M-136-080 Use of college services and equipment by outside groups.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132M-136-010 Student publication code. [Order 15, § 132M-136-010, filed 12/20/72.] Repealed by 81-22-076 (Order 81-1, Resolution No. 81-1), filed 11/4/81. Statutory Authority: RCW 28B.50.140(113) [28B.50.140].

132M-136-040 Student social activities. [Order 15, § 132M-136-040, filed 12/20/72.] Repealed by 81-22-076 (Order 81-1, Resolution No. 81-1), filed 11/4/81. Statutory Authority: RCW 28B.50.140(113) [28B.50.140].

132M-136-070 Use of baseball facilities by outside groups. [Order 15, § 132M-136-070, filed 12/20/72.] Repealed by 81-22-076 (Order 81-1, Resolution No. 81-1), filed 11/4/81. Statutory Authority: RCW 28B.50.140(113) [28B.50.140].

132M-136-090 Use of vocational shop facilities. [Order 15, § 132M-136-090, filed 12/20/72.] Repealed by 81-22-076 (Order 81-1, Resolution No. 81-1), filed 11/4/81.

Statutory Authority: RCW 28B.50.140(113) [28B.50.140].

WAC 132M-136-020 Distribution of materials policy. Free expression is encouraged on the college campus. Use of college facilities as determined by the president and regulated by his designee, however, does not accord users immunity from legal action.

[Statutory Authority: RCW 28B.50.140(113) [28B.50.140]. 81-22-076 (Order 81-1, Resolution No. 81-1), § 132M-136-020, filed 11/4/81; Order 15, § 132M-136-020, filed 12/20/72.]

WAC 132M-136-030 Outside speaker policy. (1) The college subscribes to the proposition that an important aspect of the education of college students is the opportunity to listen to speakers representing a wide variety of opinions and beliefs on important public issues. In conformity with the American tradition of free speech and free inquiry, the following policies are established governing the appearance on campus of speakers not themselves members of the college community.

(2) Any recognized ASLCC student organization with written sanction of its advisor, may invite individuals to speak on campus.

(3) The appearance of an invited speaker on the campus does not involve an endorsement, either implicit or explicit, of his views by this college, its students, its faculty, its administration, or its board.

(4) The scheduling of facilities for hearing invited speakers shall be made through the dean of instruction and/or director of student activities.

(5) The dean of students will be notified at least three days prior to the appearance of an invited speaker, at which time a form, available in the office of the dean of students, shall be completed with such particulars as speaker, time, and place, signed by the sponsoring organization advisor, and filed with the dean of students. Exceptions to the three day ruling may be made by the director of student activities with the approval of the dean of students.

(6) The dean of students may require and arrange to have views other than those of the invited speaker represented at the meeting, or at a subsequent meeting. The president may, at his discretion, assign a faculty member to preside over any meeting where a speaker has been invited.

[Order 15, § 132M-136-030, filed 12/20/72.]

WAC 132M-136-050 Outside organizations meeting with students. (1) The college encourages and welcomes representatives of organizations not associated with the college to meet with students for the purpose of providing additional opportunities for their total educational development. However, the holding of such meetings on the campus does not constitute an endorsement of the organization by the college; nor will the college necessarily require or request students to attend the meeting or meetings.

(2) Any organization wishing to hold a meeting, or meetings, on the college campus with students shall contact the director of student activities and provide the following information

- (a) Name of sponsoring organization
- (b) Name of person in charge of arrangements
- (c) Names of participating individuals
- (d) Nature of proposed meeting
- (e) Desired dates and times
- (f) Type of facilities desired

(3) The director of student activities will present the request to the student services council. If approved, the director of student activities, after conferring with appropriate college officials, will contact the requesting organization to complete the arrangements.

(4) When meetings have been approved in accordance with the procedures outlined, the college will provide suitable space not being used for regular college activities, and arrange for announcements of the meeting to be made through the college's normal communication media.

[Order 15, § 132M-136-050, filed 12/20/72.]

WAC 132M-136-060 Use of college facilities by outside groups. (1) The policy of the college is to permit the use of its facilities by responsible organizations or groups on a space available basis except when the use of such facilities is for the purpose of making a profit and is in competition with available privately owned facilities.

(2) The president may allow local nonschool connected organizations or groups the use of college facilities when satisfactory arrangements can be worked out and such use does not conflict with the needs of the college. Neither an individual nor a nonlocal organization may be allowed the use of college facilities except as such use is sponsored or underwritten by an organization the president feels assured is able to provide adequate supervision and guarantee prepayment of rental and/or other fees and reimbursement for any and all damages which may result from such usage.

(3) The use of college facilities shall, in all instances, be determined and regulated by the policies of the institution.

(4) Nonprofit organizations such as, but not limited to, those directly concerned with public schools and those sponsored by public schools or affiliated organizations, shall be allowed reasonable use of college facilities without the payment of a rental fee. However, functions which require personnel or utilities, including heat, thereby resulting in additional costs to the college shall be charged for such costs accordingly.

(5) The college shall permit the use of its facilities to groups or organizations for such fees as will compensate for the reasonable costs thereof. Additionally, to any organization using college facilities with the intent of realizing a profit therefrom (through charging admission, taking up a collection, or other) rental fees to be determined by the president or his designee shall be charged.

(6) The president shall establish and revise, as circumstances warrant, a schedule of rental and/or other fees consistent with the policy outlined above and to advise the board thereof. The established fees in effect at any given time shall apply to the facilities covered by the schedule. For those facilities which are not covered in

the schedule, the president may determine reasonable fees from the relevant factors or decline to release them for noncollege use.

(7) Application is made through the office of the president or his designee. When the application is approved, an invoice shall be sent to the applicant by the business office. In the event rental fees are charged, they shall be prepaid prior to the actual use of the facilities.

(8) Special conditions and considerations for the use of specific college facilities may be set forth in board policies as now or hereafter amended.

[Statutory Authority: RCW 28B.50.140(113) [28B.50.140]. 81-22-076 (Order 81-1, Resolution No. 81-1), § 132M-136-060, filed 11/4/81; Order 15, § 132M-136-060, filed 12/20/72.]

WAC 132M-136-080 Use of college services and equipment by outside groups. (1) The use of college services and equipment is available on a negotiated basis.

[Order 15, § 132M-136-080, filed 12/20/72.]

(b) Is competent to profit from the curricular offerings of the college and would not create a disruptive atmosphere within the college

(2) Admission to the college shall entitle the student to enroll in any instructional program, provided that the student is qualified and complies with the rules and procedures established for enrollment in such program.

(3) Foreign students on nonimmigrant visas may be admitted to the college provided they complete special requirements as determined by the college and the immigration and naturalization service.

(4) Students enrolling in certain programs shall be required to take special tests or to have special training.

(5) Enrollment in classes or sections may be restricted by space, equipment, or other constraints.

[Order 15, § 132M-160-010, filed 12/20/72.]

Chapter 132M-325 WAC

STATE ENVIRONMENTAL POLICY ACT

WAC

132M-325-010 Introduction.

132M-325-020 State Environmental Policy Act compliance.

132M-325-030 State Environmental Policy Act "responsible official."

132M-325-040 Information center and register distribution.

132M-325-050 Publication of notice of action.

132M-325-060 Time limit for completion of EIS process.

WAC 132M-325-010 Introduction. When the office of administration or another unit on campus begins to consider taking an action which might affect the environment (e.g., revising the master plan, constructing a new building or recreation facility, adding to an existing facility, landscaping, utilities modification or installation, or adopting or revising grounds maintenance policies), the college shall follow the steps outlined in WAC 132M-325-010 through 132M-325-060.

[Statutory Authority: Chapter 43.21C RCW. 78-04-072 (Resolution No. 78-1), § 132M-325-010, filed 4/3/78.]

WAC 132M-325-020 State Environmental Policy Act compliance. It is the policy of Lower Columbia College that capital projects proposed to be developed by the college and other similar type activities shall be accomplished in compliance with chapter 43.21C RCW, the State Environmental Policy Act (SEPA) and in accordance with chapter 197-10 WAC, guidelines for State Environmental Policy Act implementation. To this end, Lower Columbia College hereby adopts by reference to the following sections or subsection of chapter 197-10 of the Washington Administrative Code (the "SEPA guidelines" adopted by the state of Washington, council on environmental policy):

WAC 197-10-040: Definitions

WAC 197-10-060: Scope of a proposal and its impacts

WAC 197-10-160: No presumption of significance for nonexempt actions

WAC 197-10-170: Categorical exemptions

WAC 197-10-175: Exemptions and nonexemptions applicable to specific state agencies

WAC 197-10-180: Exemption for emergency actions

WAC 197-10-190: Use and effect of categorical exemptions

WAC 197-10-200: Lead agency—Responsibilities

Chapter 132M-160 WAC

ADMISSION, REGISTRATION, GRADUATION

WAC

132M-160-010 Admission.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132M-160-020 Registration. [Order 15, § 132M-160-020, filed 12/20/72.] Repealed by 81-22-076 (Order 81-1, Resolution No. 81-1), filed 11/4/81. Statutory Authority: RCW 28B.50.140(113) [28B.50.140].

132M-160-030 Graduation. [Order 15, § 132M-160-030, filed 12/20/72.] Repealed by 81-22-076 (Order 81-1, Resolution No. 81-1), filed 11/4/81. Statutory Authority: RCW 28B.50.140(113) [28B.50.140].

WAC 132M-160-010 Admission. (1) Any applicant shall be admitted when he

(a) Is at least eighteen years of age or is a graduate of a high school or has been approved by the high school principal, and

WAC 197-10-203:	Determination of lead agency—Procedures	WAC 197-10-500:	Responsibilities of consulted agencies—Local agencies
WAC 197-10-205:	Lead agency designation—Governmental proposals	WAC 197-10-510:	Responsibilities of consulted agencies—State agencies with jurisdiction
WAC 197-10-210:	Lead agency designation—Proposals involving both private and public construction	WAC 197-10-520:	Responsibilities of consulted agencies—State agencies with environmental expertise
WAC 197-10-215:	Lead agency designation—Private projects for which there is only one agency	WAC 197-10-530:	Responsibilities of consulted agencies—When predraft consultation has occurred
WAC 197-10-220:	Lead agency designation—Private projects, licenses from more than one agency when one is city/county	WAC 197-10-535:	Cost of performance of consulted agency responsibilities
WAC 197-10-225:	Lead agency designation—Private projects, license from more than one state agency	WAC 197-10-540:	Limitations on responses to consultation
WAC 197-10-230:	Lead agency designation—Specific proposals	WAC 197-10-545:	Effect of no written comment
WAC 197-10-235:	Local agency transfer of lead agency status to a state agency	WAC 197-10-550:	Preparation of the final EIS—Time period allowed
WAC 197-10-240:	Agreements as to lead agency status	WAC 197-10-570:	Preparation of final EIS—When no critical comments received on the draft EIS
WAC 197-10-245:	Agreements between agencies as to division of lead agency duties	WAC 197-10-580:	Preparation of the final EIS—Contents—When critical comments received on draft EIS
WAC 197-10-260:	Dispute as to lead agency determination—Resolution by CEP	WAC 197-10-600:	Circulation of the final EIS
WAC 197-10-270:	Assumption of lead agency by another agency with jurisdiction	WAC 197-10-650:	Effect of an adequate final EIS prepared pursuant to NEPA
WAC 197-10-300:	Threshold determination requirement	WAC 197-10-652:	Supplementation by a lead agency of an inadequate final NEPA EIS
WAC 197-10-305:	Recommended timing for threshold determination	WAC 197-10-660:	Use of previously prepared EIS for a different proposed action
WAC 197-10-310:	Threshold determination procedures—Environmental checklist	WAC 197-10-690:	Use of a lead agency's EIS by other acting agencies for the same proposal
WAC 197-10-320:	Threshold determination procedures—Initial review of environmental checklist	WAC 197-10-695:	Draft and final supplements to a revised EIS
WAC 197-10-330:	Threshold determination procedures—Information in addition to checklist	WAC 197-10-700:	No action for seven days after publication of the final EIS
WAC 197-10-340:	Threshold determination procedures—Negative declarations	WAC 197-10-710:	EIS combined with existing planning and review processes
WAC 197-10-345:	Assumption of lead agency status by another agency with jurisdiction—Prerequisites, effect and form of notice	WAC 197-10-830:	Responsibilities of agencies—SEPA public information center
WAC 197-10-350:	Affirmative threshold determinations	WAC 197-10-835:	Regional SEPA public information centers
WAC 197-10-355:	Form of declaration of significance/non-significance	WAC 197-10-840:	Application of agency guidelines to ongoing actions
WAC 197-10-360:	Threshold determination criteria—Application of environmental checklist		
WAC 197-10-365:	Environmental checklist		
WAC 197-10-370:	Withdrawal of affirmative threshold determination		
WAC 197-10-375:	Withdrawal of negative threshold determination		
WAC 197-10-390:	Effect of threshold determination by lead agency		
WAC 197-10-400:	Duty to begin preparation of a draft EIS		
WAC 197-10-410:	Predraft consultation procedures		
WAC 197-10-425:	Organization and style of a draft EIS		
WAC 197-10-440:	Contents of a draft EIS		
WAC 197-10-442:	Special considerations regarding contents of an EIS		
WAC 197-10-444:	List of elements of the environment		
WAC 197-10-450:	Public awareness of availability of draft EIS		
WAC 197-10-455:	Circulation of the draft EIS—Review period		
WAC 197-10-460:	Specific agencies to which draft EIS shall be sent		
WAC 197-10-465:	Agencies possessing environmental expertise		
WAC 197-10-470:	Cost to the public for reproduction of environmental documents		
WAC 197-10-480:	Public hearing on a proposal—When required		
WAC 197-10-485:	Notice of public hearing on environmental impact of the proposal		
WAC 197-10-490:	Public hearing on the proposal—Use of environmental document		
WAC 197-10-495:	Preparation of amended or new draft EIS		

[Statutory Authority: Chapter 43.21C RCW. 78-04-072 (Resolution No. 78-1), § 132M-325-020, filed 4/3/78.]

WAC 132M-325-030 State Environmental Policy Act "responsible official." In compliance with chapter 197-10 WAC, the president of Lower Columbia College or an individual designated to act for and on behalf of him shall be the "responsible official" for carrying out this policy.

[Statutory Authority: Chapter 43.21C RCW. 78-04-072 (Resolution No. 78-1), § 132M-325-030, filed 4/3/78.]

WAC 132M-325-040 Information center and register distribution. The SEPA public information center required by chapter 197-10 WAC, shall be maintained in the office of administration of Lower Columbia College. Copies or updates of the registers required by WAC 197-10-830(3) shall be sent as required by WAC 197-10-830(4) to those individuals and organizations who make written request therefore.

[Statutory Authority: Chapter 43.21C RCW. 78-04-072 (Resolution No. 78-1), § 132M-325-040, filed 4/3/78.]

WAC 132M-325-050 Publication of notice of action. Any action, as defined in WAC 197-10-040, undertaken by Lower Columbia College, shall be publicized as prescribed in RCW 43.21C.080.

[Statutory Authority: Chapter 43.21C RCW. 78-04-072 (Resolution No. 78-1), § 132M-325-050, filed 4/3/78.]

WAC 132M-325-060 Time limit for completion of EIS process. As soon as possible after a proposal for action has been formulated and its scope defined the responsible official or his designee shall establish the date by which the EIS process for the particular project must be completed.

[Statutory Authority: Chapter 43.21C RCW. 78-04-072 (Resolution No. 78-1), § 132M-325-060, filed 4/3/78.]